



# PREVENTING SEXUAL HARASSMENT

IT'S EVERYBODY'S RESPONSIBILITY

Staff Development and Training

# PERFORMANCE OBJECTIVES

1. Identify the 3 components of the definition of sexual harassment.
2. List 3 types of behavior that may constitute sexual harassment.
3. Define Hostile Work Environment.
4. Identify 7 possible contacts to report sexual harassment.

# WHAT IS THE EEOC?

## **The U.S. Equal Employment Opportunity Commission.**

The mission of the Commission is to ensure equality of opportunity by enforcing federal laws prohibiting employment discrimination through investigation, conciliation, litigation, coordination, education, and technical assistance.

# DEFINITION OF SEXUAL HARASSMENT

The EEOC defines sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct affects employment opportunities.
2. This conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.
3. Submission to such conduct is made an implicit or explicit condition of employment.

# SEXUAL HARASSMENT MAY BE:

- Male to Female
- Male to Male
- Female to Male
- Female to Female

# EXAMPLES OF SEXUAL HARASSMENT

- Verbal - Sexual remarks, Sexual teasing, Whistling, Cat calls, Sexual jokes & references, Graphic sexual descriptions
- Physical - Fondling, Grabbing, Pinching, Actual or Attempted Kissing, Hitting, Pushing, “Accidental” Touching
- Visual - Sexually explicit materials & pictures, Licking lips, Lewd hand gestures, Sexual e-mails

## 2 KEY TERMS TO SEXUAL HARASSMENT

### 1. Unwelcome

When communicated that it is unwanted

### 2. The Reasonable Person Standard

Used by U.S Supreme Court to determine if action is objectionable to a reasonable person

# THE COURT AND EEOC RECOGNIZE TWO COMPONENTS OF SEXUAL HARASSMENT

1. “Quid Pro Quo”
2. Hostile Work Environment

# “QUID PRO QUO”

This is a Latin term meaning, “This for That.”

An example is: Demanding sexual favors for a promotion or raise.

# HOSTILE WORK ENVIRONMENT

A hostile work environment exists where verbal or non-verbal behavior in the workplace:

- Focuses on the sexuality of another person
- It can be either a single occurrence or ongoing behavior
- Is unwanted or unwelcome, and is severe or widespread enough to affect the person's work environment

# THIRD PARTY HARASSMENT

- Unwelcome behavior that occurs in the work environment that is not directed at the offended party but a bystander perceives the behavior as unwelcome and unwanted.
- If someone else is gaining benefits on the job because of his or her “relationship” with a superior.

# WHAT TO DO IF YOU ARE BEING SEXUALLY HARASSED?

1. Respond quickly, firmly, and professionally to unwelcome words or behavior;
2. Explain that the conduct is unwanted and that you want it to stop; and
3. Report to your affirmative action coordinator behavior that doesn't stop or an incident you consider serious or part of a pattern.

# WHAT TO DO IF YOU ARE A WITNESS

- **ASSIST** – Victim if necessary
- **REPORT** – Immediately
- **SUPPORT** – Victim as appropriate

# REPORT HARASSMENT TO:

- Direct superior or supervisor
- Anyone in management
- Facility Affirmative Action Coordinator
- Human Resource Director, Indiana Department of Correction
- Director, State Personnel Department
- Indiana Civil Rights Commission
- Equal Employment Opportunity Commission

# PROTECTION AGAINST RETALIATION

Federal and State statutes prohibit retaliation towards anyone who makes a complaint of harassment or discrimination. The statutes also protect anyone who aids in the investigation of the complaint. An additional report should be made if retaliation occurs.

# CONGRATULATIONS!

You have now completed the module on,

“Preventing Sexual Harassment.”

If you have any questions, please contact your Community Involvement Coordinator.

Thank You!

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